

PROCUREMENT GROUP (DSCC-P)

MISSION:

Acts as the principal advisor and assistant to the Center Commander in directing the accomplishment of responsibilities that ensure contracting and production support for all supplies and services assigned to the DSC for central acquisition; support of DLA, DoD, and civil agencies as defined in inter-service support agreements; and local purchase support for assigned activities.

SOURCE DEVELOPMENT & SURVEILLANCE UNIT (DSCC-PA)

MISSION:

The Unit Office is responsible for administering and manning the Teams and Core Teams performance of the following functions, and for ensuring the proper coordination of the work activity with other Center Units, Teams, Core Teams, etc. The Office serves as the DSCC Acquisition Support Services Center. Further, the Office interfaces with the alternate Competitive Advocate, a role which will permit direct access to the Commander for matters related to ensuring the maximum use of the competitive procurements in DSCC contracting. The office will also serve as a facilitator on bringing Industry and the Customer together, and as a facilitator on developing new approaches to doing business.

VENDOR BASE MONITOR TEAM (DSCC-PAM)

FUNCTIONS:

1111 SOURCE DEVELOPMENT TEAM (DSCC-PAMB)

FUNCTIONS:

1. Conducts market research and analysis to develop or locate new sources for obtaining supplies particularly for sole source coded items.
2. Establishes and coordinates competition initiatives for selected items and commodities with other functional units such as the Weapon System Application Groups and other Acquisition Groups.
3. Reviews justifications and approvals for other than full and open competition.
4. Identifies items that can be purchased commercially with potential for performance specifications, or with the potential for buying commercially.

5. Focal point for DSCC for source approval proposals for future procurements. Evaluates the economic benefit, coordinates the review and tracks the progress of source approval requests and alternate offers.
6. Screens agency reports to identify noncompetitive items.
7. Participates in advanced acquisition planning particularly in respect to Corporate and/or Specialized Long Term Contracts.
8. Conduct special studies to analyze problems that may impede the competitive or commercial item acquisition process, or which may otherwise impede servicing the customer and report findings to the Director of Procurement.
9. Focal point for DSCC with foreign sources of supply. Interfaces with contractors, technicians, finance, contracting personnel, and other federal agencies.
10. Focal point for DSCC to plan and conduct seminars and exhibitions and contractor outreach to further develop the base of competitive suppliers.
11. Focal point for DSCC for processing updates to contractor addresses, phone numbers, and fax numbers by processing contractor returned mail, buyer requests, contractor requests, etc. Takes necessary action to make changes to relevant systems.
12. Processes requested changes to Local Vendor File (LVF) maintenance of vendor addresses.
13. Focal point for DSCC for receiving and processing requests for the assignment of Government CAGE codes.
14. Provides program management of Vendor Link letter by editing the content of the letter and updating vendor fax numbers.
15. Provides support to DSCC Ombudsman when requested.
16. Focal point for DSCC for CAGE code interrogations.
17. Maintains Commodity Book and WEB information for Competition/Source Development portion of the PROCUREMENT page on the DSCC Home Page.
18. Focal point for DSCC for large business contractors. Researching business opportunities for the large business contractors at the Center.
19. Facilitates business opportunity research by making estimated purchase data available to suppliers and assist suppliers in identifying business opportunities suitable for their company in order to improve the base of competing suppliers.
20. Focal point for DSCC for sourcing of non-competitive items.

BEST VALUE BUY CORE TEAM (DSCC-PAMB)

FUNCTIONS:

1. Administers the Center's Best Value Program or the Automated Best Value Model (ABVM), and formerly the Quality Vendor Program (QVP). Monitors the accuracy of Center performance ratings for contractor base, and process contractors' requests for performance data.
2. Provides training to Center staff on using the ABVM.
3. Monitors Center's performance in respect to utilizing ABVM, and generates reports that are required by upper management, Headquarters, or DoD.
4. Evaluates the ABVM and makes recommendations for any changes.

COUNTERFEIT MATERIAL/UNAUTHORIZED PRODUCT SUBSTITUTION CORE TEAM (CM/UPS) (DSCC-PAMC)

FUNCTIONS:

1. Assists in the investigation and compiling of information on those contractors suspected of supplying non-conforming, or counterfeit materials.
2. Reviews and approves changes to contracts.
3. Issues cancellations/withdrawals on purchase orders on a limited basis.
4. Responds to inquiries by requisitioning activities and through Directorate of Procurement Group relative to status of contract actions.
5. Processes determinations for convenience/fault and issues cancellations withdrawal actions on purchase orders on a limited basis.
6. Maintains all contract folders during the investigation of the criminal/civil case.
7. Initiates and assists counsel involving Suspension/Debarment actions against contractors suspected of fraud or other serious contract violations.
8. Recommends placement of contractors having serious performance deficiencies on internal DCRL. Maintains close surveillance and recommends removal or other additional actions as performance improves or deteriorates.

ROD, QDR AND INTRANSIT CORE TEAM

1. Negotiates with contractors and recommends disposal of material reported deficient by military customers on Quality Deficiency Reports (QDRs).
2. Processes BT violations which result from a receipt for which there is not a due in.
3. Reviews Contractors' performance to assure compliance with payment provisions and to otherwise minimize fraud, waste, and abuse.
4. Reviews and approves changes to contracts.
5. Issues cancellations/withdrawals on purchase orders on a limited basis.
6. Responds to inquiries by requisitioning activities and through Directorate of Procurement Group relative to status of contract actions.
7. Forwards proof of shipment/delivery to Item Management for tractability, and update SAMMS under Project Action.
8. Monitors Unliquidated Obligations.
9. Responds as the PCO to inquiries from contractors, CAS elements, and requisitioning activities relative to discrepant material.
10. Maintains all contract folders for RODS, Intransits and system changes while action is active.
11. Performs reconciliation of contracting and production input to the commitment, award, billing, payment, requisition status, requirements and distribution file.
12. Processes Report of Discrepancies (RODs).

13. Tracks and resolves Intransits (material receipt follow-up) resulting from stock shipments for which no receipt has been posted.
14. Acts as the Project Action (Automated Category Tracking Information On-Line Network) Monitor. Arranges and conducts the Project Action Steering Committee meetings.

PRODUCTION PLANNING TEAM (DSCC-PAP)

FUNCTIONS:

1. Provides technical manufacturing engineering advice relative to acquisition of commodities by the Center, particularly in regard to some of the Center's larger and more complex buys, such as buys for problem type items.
2. Provides technical input on Production Lead-Time (PLT) studies, along with monitors and directs, and reports on those PLT studies conducted by the Team's Industrial Specialists.
3. Participates on Source Selection Teams.
4. Provides technical input, when required, in respect to pre-award reviews. Assist in evaluating the production practices and capabilities of contractors who contend for business. Provides input on the reasonableness of quoted/offered PLTs in respect to acquisitions. Assist by providing clarifications on survey findings, along with recommendations.
5. Provides technical input in respect to special projects assigned to the Unit, such as Prime Vendor, Buy Response Vice Inventory, etc.
6. Provides technical assistance to acquisition personnel on negotiations in regard to minimum buys, phased deliveries, and lot buys.
7. Provides technical guidance to Industrial Specialists responsible for assisting buyers to resolve any problems with technical data packages such as unreasonable tolerances, unique testing requirements, etc. new sources who offer the potential for improving our line of supply.

GENERAL FUNCTIONS OF PRODUCTION CORE A & B TEAMS:

1. Monitors the vendor base and keeps acquisition personnel properly informed in regard to problem contractors, such as those in the Production Surveillance Program.
2. Assigns Defense Priorities and Allocation System (DPAS) ratings.
3. Assists in item reviews to determine the commercialism of a particular item or group of items.
4. Performs individual contractor surveillance, particularly for contractors with poor performance records, such as those in the Production Surveillance Program. Makes recommendations for improving contractor performance, and manages team activities directed at improving contractor performance.
5. Assists in determinations that an item is non-procurable from the private sector, and makes recommendations on organic sources of supply.

6. Processes Contract Performance History Reviews in respect to pending acquisitions, and ensures that such reviews are performed in a timely manner.
7. Assists with the processing of post-award expedites, particularly for Priority 1 Requirements. Provides required technical input, and advises as to the availability of higher assemblies, or service assets that might satisfy the requirement.
8. Assists in identifying new sources of supply for hard to procure items, plus those items with a history of quality and/or technical problems. This includes meeting with new sources who might offer some potential for improving our line of supply.
9. Screens all buyer directed and technical IOMs against all alert lists. Input approved vendors into the small purchase automated system.
10. Reviews acquisition plans when requested to determine if the plans are current and reasonable.
11. Assists in the review of request for technical deviations to ensure the adequacy of the data submitted.
12. Participates in selected pre-award surveys.
13. Performs studies to develop recommended Industrial Preparedness Measures (IPMs) to shorten production lead times, to increase production capacity, and/or maintain product base.
14. Determines means to enhance productivity in manufacturing of DLA procured commodities.
15. Perform manufacturing management systems analysis to assure economical acquisition of selected supplies.
16. Coordinates with field contract administrative activities to obtain needed performance information on contractors, and to enlist their assistance when attempting to improve a contractor's performance.
17. Develops the time-phased schedules from quantity requirements that encourages bidding by suppliers and permits the orderly and efficient manufacturing by our contractors.
18. Participates on teams that focus on improving weapon system readiness.
19. Provides input to buyers on problem acquisitions as to the adequacy of the technical data package, particularly in respect to any unique requirements such as for stringent first article tests, special testing, etc.
20. Analyzes and evaluates production plans for companies employing the disadvantaged (small business and 8 (a) contracts).

PRODUCTION PLANNING CORE TEAM A (DSCC-PAPA)

FUNCTIONS:

1. Coordinates the review of mobilization/surge requirements by identifying and selecting items for industrial preparedness planning, computing preparedness production requirements, determining the type and extent of planning to be conducted. Compiles the Industrial Preparedness Planning list to include Surge/Mobilization item priorities, users, and end items.

2. Coordinates the evaluation of industry capability as it pertains to Industrial Readiness for a Surge/Mobilization. Selects planned producers, develops realistic production mobilization schedules and plans with industry. Uses various planning techniques including sector sectors and item-by-item planning.
3. Maintains contact with and recommends mobilization/readiness projects in support of the Industrial Support Assistance (ISA) Program that focuses on utilizing Reservists in accomplishing the Center's mission.
4. Maintains pertinent preparedness requirements data together with industry impact data and plans for the conversion of preparedness production schedules to contracts.
5. Serves as focal point for the processing of Pre-Award Surveys. Analyzes and evaluates completed surveys to ensure adequacy and completeness. Arranges for DSCC's participation in surveys when required.
6. Coordinates the review of negotiated production mobilization plans to assure reasonableness, accuracy, sufficiency, including adequacy and consistency of subcontractor plans.
7. Coordinates the input of planned producers on bidders lists and coordinates Industrial Preparedness Program planning with user activities.
8. Focal point for Dunn & Bradstreet Register, reports, and proposed funding.
9. Maintains liaison with Armed Services Production Planning Officers and/or Program Managers, along with DLA Service Liaisons.
10. Serves as focal point for DLA Liaison assigned to Center.
11. Focal point for verification of Remit-To Addresses in conjunction with Finance Center Records. Maintains AFAP method of payment.
12. Determines requirements for reserve production equipment; identifies documents and reserves of plant equipment for specific planned suppliers; arranges for the layaway of industrial equipment reserves; determines the need for and recommends establishment of Plant Equipment Packages of production equipment in conjunction with manufacturing engineering.
13. Processes and manages the flow of GIDEP alerts.
14. Performs liaison with industry and trade associations to obtain maximum cooperation in the Industrial Preparedness Planning Program.
15. Prepares Production Base Analysis annually for briefing DLA Headquarters, and higher level DoD Commands. Prepares and submits detailed annual plans for improving readiness, along with prepares periodic reports on activities and expenditures in the Industrial Base Arena.
16. Implements industrial preparedness measures by the formation of plant equipment packages, arranging for the acquisition of industrial facilities by the government, or by recommending alternate solutions to mobilization shortfalls, e.g., alternate items, or new source development.
17. Reviews and identifies Industrial Preparedness for inclusion in the DoD Key Assets Program for planning item management by DSCC, as requested by higher authorities.
18. Manages the manufacturing Technology Program and understands the manufacturing methods and processes associated with those commodities procured by this Center.
19. Manages the Industrial Modernization Incentives Program to reduce the cost of peacetime acquisitions and to enhance surge or mobilization capability.

20. Provides, through the Industrial Property Management function, Government Furnished Property/Government Furnished Material (GFP/GFM).

PRODUCTION PLANNING CORE TEAM B (DSCC-PAPB)

FUNCTIONS:

1. Reviews all Log Gain, RSIT, and CIT data packages in order to extrapolate acquisition information such as GFP, set-aside data, sources for supply, special test requirements, etc.
2. Administers the DoD Industrial Resources Management Program including acquisition rehabilitation, modernization, and release of industrial equipment and special tools and test equipment requirement by the Center contractors.
3. Serves as the focal point on matters relating to DPAS ratings.
4. Maintains and evaluates records relative to contractor performance.
5. Monitors First Article Test Program working closely with the administrators.
6. Conducts Foreign Sole Source Dependency studies for the identification of the number of foreign suppliers listed as approved sources into the contracting technical database for DSCC Managed Items.
7. Maintains Organic Source Listing and Pertinent Manufacturing Capability Information.
8. Receives and processes bankruptcy notifications and advises appropriate offices regarding impact. Recommends alternate method of procurement.
9. Manages the Production Surveillance Program and generates any required reports.
10. Serves as strike monitor. Provides alternate production plan when appropriate.

BUSINESS MANAGEMENT AND ICP SERVICES UNIT (DSCC-PB)

MISSION:

Provides central and specialized contracting support service for the ICP. Develops, monitors, coordinates, and implements published policies and programs in support of assigned missions and functions. Responsible for directorate and applicable center measures and internal control. Establish quarterly programming via functional element teaming efforts, utilizing subject matter experts, in supporting program development and execution. Serve as Program Manager for financial, budgetary and resource operations of directorate. Performs specialized procurement analysis as directed by Group office. Serves as TASO, and security control. Manages Base Continuity Plan. Provides business management and operations services for Group.

FUNCTIONS:

1. Group Internal Management Control Process and analysis, including position management operations and cost and performance data to determine efficiency and

2. Serves as liaison between CSO-C and DSCC-P regarding all personnel issues.
3. Develops, maintains and administers a system of internal control within assigned functional area.
4. Manages Base Continuity Plan for the Procurement Group.
5. Policy Coordinator for the Procurement Group.
6. Manages the Management Control Program (MCP) for the Procurement Group.
7. Manages the Local and Agency Level Protests for the ICP
8. Manages the Time and Attendance (ATAAPS) functions for the Procurement Group.
9. Maintains and consolidates Time and Attendance records for Team.

ICP SERVICES TEAM (DSCC-PBA)

FUNCTIONS:

1. Prepares, distributes, and inputs DD Form 350 (actions over \$25,000), Individual Contracting Action Report; and DD Form 1057, Monthly Procurement Summary Actions (\$25,000 or less), as required by DLA.
2. Identifies and tracks DD350 errors to insure timely correction and input. Compiles errors into spreadsheet and forwards for trend analysis.
3. Maintains bid opening room, conducts public and private bid openings/closings, assures bid security and prepares bid abstracts.
4. Abstract responses to solicitations and providing documentation supporting requirements set-forth in the solicitation document to appropriate contracting officers.
5. Receives, processes and scans large solicitations (over \$100,000) into the Electronic Contract File (ECF) for uploading to the web for public access.
6. Scans amendments into the Electronic Contract File for uploading to appropriate bidders established by contracting personnel and industry.
7. Prepares, processes and controls the issuance of amendments to solicitations as authorized by the contracting officer.
8. Determinations made and support document provided to contracting officer of late offers/bids.
9. Answers inquires and correspondence in connection with solicitations with industry. Maintaining the best position for the government educates industry to regulations and processes relating to receipt, recording and limited determinations of bids/proposals.
10. Establishes and surveys distribution area for requests of related technical bid sets. Forwards requests to ensure timely request for technical bid set is accomplished.
11. Furnishes information and inputs the responses from solicitations to update the Automated Bidders System.
12. Provides appropriate support data to establish historical analysis on industry response and legal determination.
13. Coordinates with the acquisition workforce to initiate the reproduction of solicitations as required to be made available to the public.

BUSINESS MANAGEMENT AND FOIA TEAM (DSCC-PBB)
FREEDOM OF INFORMATION ACT/FOIA CORE TEAM (DSCC-PBBA)

FUNCTIONS:

1. Administers Freedom of Information Act (FOIA) program for the Center. Processes requests for computerized Center-level SAMMS data and requests for contracting information.
2. Maintains statistical data on elements for request, processes times and appropriate fee schedule associated with FOIA requests. Prepares monthly reports to forward for review and analysis.
3. Reviews requests to determine the Office of Principle Interest (OPI) based on the residence of programs and functions needed to respond. Establishes records that exist in concert with determining if exemptions of the Privacy Act are invoked prior to dissemination.
4. Prepares response to requester for denials, through Legal Counsel Office for concurrence on any determination of exemption for denial.
5. Prepares Annual Report for DLA FOIA Program statistics. Maintains responsibility for overall reduction in program cost. Suspense, monitor and ensure timely response when OPI is external to the SCE.

BUSINESS MANAGEMENT CORE TEAM (DSCC-PBBB)

FUNCTIONS:

1. Monitors and coordinates the development of directorate segment of the operating program and justification to support resource requirements, preparing final directorate input.
2. Coordinates and assists in the review and analyses of internal directorate operations and costs and performance data; compiles statistics, charts, and management information thereof. Advises the Director on uses of statistical techniques to develop management controls and management evaluation of operations.
3. Coordinates identification of DAU courses, supervisor classes, workshops/seminars/conferences, and other training to satisfy the educational and developmental needs of the Procurement Group. Works with the Training Office to obtain and allocate slots in courses to enhance the skills of the Procurement Group associates.
4. Participates in collection operational cost data as it relates to consumption of supplies; advises appropriate management and program budget authority of trends, significant irregularities and problems encountered by the directorate.
5. Coordinates and processes all personnel actions for the directorate. Serves as liaison with Personnel in discussion and determination of personnel policies, procedures and regulations.
6. Maintains historical reports as to the directorate's strengths, authorizations, losses and gains, positions and appropriate descriptions.

7. Maintains, analyzes, and coordinates Procurement Group financial management data and develops the operating program/budget for the Group, to include justification to support resource requirements.
8. Coordinates and manages the Corporate Express program. Ensures all requests are appropriate and funds are available for purchasing requested supplies, equipment, etc.
9. Serves as Group Terminal Area Security Officer (TASO) acting as the Group focal point for all functional matters relating to use of ADP and Microcomputers.
10. Manages Group Centralized Travel Operation, prepares and processes all travel orders and assists analysts in tracking and monitoring travel expenditures.
11. Develops, monitors, coordinates, and implements policies and programs in support of the Safety and Health regulations. Conducts regular meetings with all levels of management to ensure proper work environment that adheres to safety regulations, including safety and health education and directorate facility surveys.
12. Manages, monitors and controls directorate participation in Employee Suggestion Program, and appropriate portions of historical reports.
13. Obtains, consolidates and maintains records of mandatory requirements for personnel within the directorate.
14. Coordinates and processes all Directorate awards and associated reporting system; coordinates Command presentation.
15. Conducts annual inventory of accountable property in area of responsibility. Control point for non-stock supply, equipment and furniture acquisitions. Serves as the Responsible Property Custodian of all government owned property within the directorate.
16. Coordinates Group requirements for space, office moves, facilities, equipment, telephones and expendable supplies.
17. Performs studies, analyzes information, and prepares narrative reports to make recommendations for changes in policies, procedures, equipment, to correct ineffective or inefficient procedures for processing of administrative work throughout the Group.
18. Serves as liaison and coordinator for specially designated programs of particular interest of the Directorate.
19. Develops, establishes and administers policies and procedures in the protection of abuse and misuse of investment for supplies/materials.
20. Processes enhancements to include work analysis studies; statistical analysis, process flowcharting, and data gathering/reporting. Provides information to all levels of management and associates.
21. Serves as Activity Base Costing participation and representative for the Group.
22. Functions as OPI for the Directorate in coordinating assigned portion of Base Continuity Plan.
23. Coordinates the development and administration of policies, procedures and programs relative to personnel management.
24. Serves as directorate focal point for the Equal Employment Opportunity Program as it affects the Center.

25. Coordinates directorate participation in Manpower Improvement Management, Performance Standards and Work Simplification Programs.
26. Provides principal or alternate Top Secret Control, Secret Control, and/or Security Officer, and administers Directorate Internal Security Program and classified document control as prescribed by DLAR 5200.12, DLA Information Security Program. Clearance processing and D/base maintenance.
27. Manages key control authorization maintaining and tracking forms processing and dissemination of all keys.

BUSINESS CLEARANCE UNIT (DSCC-PC)

MISSION:

Responsible for assuring an effective program for monitoring, evaluation, documenting, and improving the quality of the procurement system and preserving the integrity of the contracting process. Reviews contractual and pricing actions based on consideration of their complexity, risk, priority, and dollar value. Further, conducts periodic procurement management reviews of areas or processes which could be classified as a problem or high risk. Performs post-award reviews on a sampling basis for those procurements that do not meet the pre-award review criteria. Responsible for conducting procedural compliance reviews to ensure that acquisition-related working policy and procedures are clear, concise, consistently implemented and relevant to all operations and support personnel. Monitors all chapters of the governing regulations (i.e. FAR, DFARS, DLAR, etc.) to ensure effective implementation of acquisition topics contained therein. In the acquisition oversight area, also conducts periodic procurement management reviews of areas or processes which might present a problem or create a high risk. Provides technical assistance in formulating techniques and methods that will support the analysis of acquisition processes and shortened cycle times. Responsible for integrating business process improvement initiatives, prototype improvements, and conducting workshops to implement process redesigns. Sponsors pricing seminars and other acquisition related workshops for the Acquisition workforce. Serves as the Competition Advocate, a role, which permits direct access to the Commander for matters, related to ensuring the maximum use of competitive procurements in DSCC contracting.

PRICING SUPPORT TEAM (DSCC-PCA)

FUNCTIONS:

1. Conducts cost and/or price analyses of bids or proposals for evaluating the reasonableness of the contract price proposed, adequacy of the data submitted and preparation of a comprehensive recommendation concerning negotiation objectives for cost/price profit or price.
2. Analyzes financial and other related statements, notifies the contracting officer of the requirement for and nature of additional financial statements or information, as

- requested, obtains/prepares analyses of proposed contractor's financial condition, obtaining additional financial data as needed for review.
3. Acts in an advisory capacity on cost, price, and financial matters in the course of attending pre-negotiation objective briefings and contract negotiations and in the planning and administration of contracting actions. Furnishes appropriate input to the contracting officer, upon conclusion of negotiations, for inclusion in the Price Negotiation Memorandum (PNM).
 4. Assists the Contracting Officer and DSCC-G, as required, in the process of claims by the Government against contractors and contractors against the Government. Also, furnishes analyses of profit and loss on other Government contracts that might have a bearing on the claim in question.
 5. Maintains information on historical and projected labor rates and price indices, and prepares and furnishes pricing and price trend reports, market statistics or specific cost or pricing studies as required.
 6. Provides assistance in the preparation of solicitations in determining the procedures involving price evaluation and contract re-pricing (e.g., incentive and Economic Price Adjustment provisions) which will govern, and are to be included in, the solicitations.
 7. Accomplishes liaison involving DCAA, contractors, DCMDs and other contract administration activities, HQ DLA, and the contracting officer in all matters involving cost, pricing or financial data, including obtaining necessary data and field pricing/audit assistance.
 8. Develops Fair Market Price (FMP) for 8 (a) contracts.
 9. Utilizes statistical analytical techniques in cost and/or price and financial analyses where appropriate, and provides technical advice, as requested, concerning availability and use of computerized analytical techniques and cost evaluation models.
 10. Tracks, monitors, and prepares reports on the status of contract audits. (This is the follow-up on Contracting Audit Report which is used for the tracking of defective pricing audits).
 11. Conducts training on pricing issues for all acquisition personnel. In addition, services buying personnel by: (a) assisting in the conducting of market surveys; (b) obtaining needed price justification information and preparing file documentation; (c) developing pricing objectives; and (d) negotiating contract prices for hard to procure items.
 12. Performs post-award price analyses of purchases identified on a selection sampling basis and provides observations to appropriate organization.
 13. Receives price referrals/challenges (price validation) from the Center focal point, Value Engineering, and performs in-depth price reviews in regards to contractual pricing issues.
 14. Performs post-award price analysis on procurements identified as over-priced by pre- or post-award reviews, and awards identified by the F-108 Price Variance Report and similar automated reports and provides observations to the appropriate organization.
 15. Seeks voluntary refunds, price reductions and/or repayment, as appropriate, when over-pricing is identified.

16. Identifies instances of repetitive contractor overpricing and issues recommendations, as appropriate, including terminations/cancellations, removal from automated purchasing systems and suspension/debarment.
17. Prepares independent government estimates of selected items in connection with pre-award pricing reviews, price challenges, and post-award overpricing reviews.
18. Maintains a program of review for selected items to ensure correlation between the cost of the item and its value.
19. Coordinates/participates in special DLA or OUSD (R&E) sponsored programs including Life Cycle Costing, Pricing/Profit Contracting Research, and Cost Accounting Standards.
20. Advises contracting personnel via the contracting guidance data field of should-cost estimates, contractors guilty of overpricing but refusing to refund the Government, potential new sources, and receipt of refunds.
21. Performs in-depth post-award reviews resulting from DoD IG Hot-lines, congressional inquiries, special investigations of potentially overpriced item.
22. Assists in special studies of acquisitions processes or areas, such as Procurement Management Reviews.

POLICY AND PROFESSIONAL DEVELOPMENT TEAM (DSCC-PCB)

FUNCTIONS:

1. Provides functional advice, in coordination with the B Directorate, on acquisition systems within DSCC to ensure acquisition policies and procedures are adequately addressed in these systems. Provides expertise and, when applicable, maintains certain aspect of acquisition systems, such as the DLA Pre-Award Contracting System (DPACS) clause maintenance.
2. In areas that have significant impact on DSCC procurement policies and procedures, provides Center representation on committees and study groups chaired by DLA or other Government organizations. Maintains liaison with DLA and the Military Services on acquisition-related issues, as directed by DLA or DSCC Command, to resolve policy issues, solve problems or develop new concepts to improve procurement response.
3. Develops guidance relating to DSCC acquisition-related operating procedures. Assures that local policies and procedures are created or modified to implement federal, DOD, and DLA/DLSC policies and legislative requirements. Coordinates this guidance with appropriate individuals/offices/organizations prior to issuance. Exercise staff supervision over implementation of approved guidance and arranges for/provides training, when appropriate.
4. Provides access to procurement policies and procedures in an electronic file available via the local area network. Posts notification of changes in policies and procedures in the daily "What's New" screen provided to each DPACS user on line and in the "Message Of The Day."
5. Serves as Command focal point for review of DSCC procurement-related operating policy and procedural changes.

6. Evaluates concepts, proposals, and requests for change to DSCC procurement-related command policies, and recommends action to be taken on basis of applicability, feasibility, economy, essentiality and priority.
7. Makes recommendations to the Command, for consideration by the appropriate
8. approving authority at HQ DLA, with respect to DLA policies and procedures that impact the performance of the DSCC acquisition mission.
9. Provides information, in coordination with the B Directorate, for input to HQ DLA to assist in the development of DLA acquisition policy documents and systems.
10. Analyzes and evaluates suggestions within area of expertise, taking action to procedurally implement those approved.
11. Provides expertise on procurement related matters to audit teams and other formal inquiries. When appropriate, develops and coordinates responses to audit findings.
12. Serves as source of procurement policy information to individuals and groups throughout the organization. Provides briefings, attends meetings, and answers formal and informal questions related to procurement policy and procedures.
13. Review selection statements to ensure education, training, and experience requirements are met regarding the request for warrant and subsequent increases.
14. Obtains, consolidates, and maintains records for reporting mandatory DAWIA requirements for all Acquisition personnel. Consolidates employee requirements and allocates class space within the directorate.
15. Provides technical guidance and program management for career development of the Acquisition workforce. Responsible to DSCC Intern Program Manager for the Procurement ENTRY-LEVEL and MID-LEVEL INTERN Program, per DLA Program of Instruction (POI), which invokes recruitment of qualified external and/or internal candidates. Supervises all Procurement Interns and responsible for support to the 1101 supervisory training program IAW DLAR 1-601.
16. Coordinates identification of workshops/seminars that satisfy the specialized need of the Acquisition Community. Develops and delivers contracting workshops and labs for local identified training requirements.
17. Supports Defense Acquisition Workforce Improvement Act (DAWIA) requirements as they apply to contracting functions.
18. Serves as primary POC for contracting professional development issues, disseminating information and prioritizing training needs. Works with Acquisition Units to identify process areas where training is required.
19. Maintains database of Acquisition training records for the P Directorate and all of DSCC.
20. Keeps inventory of available Acquisition training opportunities, e.g. industry, universities, service schools, and seminars.
21. Coordinates the development of training not currently available. Selects and assists course development and delivery Subject Matter Experts (SME).
22. Identifies and recommends process and performance improvement strategies through detailed research and analysis for the contracting workforce. Primarily accomplished through (a) research and analysis by use of the Activity Based Costing (ABC) Model, (b) process flow research and analysis as assigned by Command or the Senior Contracting Executive, (c) development and delivery of contracting workshops and labs for contracting subjects currently causing workload and/or workflow difficulties.

23. Represents Center's Acquisition Community at various seminars and meetings.

CONTRACT OVERSIGHT AND ACQUISITION ASSESSMENT TEAM (DSCC-PCC)

FUNCTIONS:

1. Reviews contractual actions based on consideration of their complexity, risk, priority, and dollar value to assure that:
 - a. Proposed purchase actions are in the best interest of the Government.
 - b. Uniform application is made of contracting regulations, policies, and procedures within the activity.
 - c. Optimum method of contracting (e.g., formally advertised or negotiated, contract type) is utilized.
 - d. Proposed terms to be included in the Invitation for Bid (IFB) or Request For Proposal (RFP) are in accordance with applicable laws and regulations and that unnecessary, non-applicable or repetitive provisions are eliminated.
 - e. Problems arising during the course of contracting are properly resolved. The entire contracting data package is complete.
 - f. All applicable clearances and approvals have been obtained.
 - b. Evaluates proper application of the "Full and Open Competition" policy as established by U.S.C. 2304.
2. Reviews Acquisition Plans prepared in accordance with Defense Logistics Acquisition Regulations (DLAR 4104.1), prior to submission to the approving authority.
3. Reviews large purchase contracting actions and recommends corrective action and training, as appropriate. Consults with acquisition personnel (based on their telephone calls or visits) who seek clarification of comments on individual files; advice on use of specific clauses/provisions; advise on proper regulatory process to follow; etc.
4. Evaluates prior to submittal to Chief of the Contracting Office requests for waivers from requirements for contractors to submit certified cost or pricing data in accordance with FAR/DFARS/DLAR 15.804-3 and 15.804-6.
5. Reviews and refers contract announcements for Congressional release.
6. Reviews requests for authority to enter into letter contracts and coordinates HQ DLA approval of definition when required.
7. Reviews and processes requests for waiver of HQ DLA pre-award contract review.
8. Identifies and coordinates the need for new or revised policy based on issues or problems identified during reviews.
9. Codes all reviews (non-mandatory; pre- and post-award) comments for input into the statistical process control database.

10. Analyzes output of Statistical Process Control (SPC) system and recommends, as appropriate, waiver of non-mandatory reviews up to \$500,000 for core teams who demonstrate a sustained level of quality.
11. Conducts reviews and/or studies of Acquisition processes and/or areas with emphasis on those areas that appear “out of control”. Assist in the preparation of report of findings and recommendations for any corrective actions.
12. Analyzes award actions and recommends process and/or procedural improvements and training, as appropriate.
13. Conducts statistical sampling of actions under Simplified Acquisition Threshold (SAT) to ensure compliance with policies, regulations, and sound business judgment. Provides feedback to all groups regarding the quality of their contracting activities.
14. Serves as Internal Review Focal Point for contracting processes and monitors the effectiveness of internal controls to maintain the integrity of the contract process throughout DSCC.
15. Initiates routine reviews of DSCC acquisition processes and/or areas with emphasis on those processes/areas that appear to be high risk or problems within the Agency. Administers reviews and generates findings, conclusions and recommendations.
16. Assists on review of smaller dollar buys and in preparation of reports.
17. Manages program of ICP Warrant Board.

CONTRACTING INITIATIVES LAB (DSCC-PL)

MISSION:

Responsible for concept development of new and innovative acquisition business initiatives. Works closely with various DSCC staff offices and Application directorates and assumes responsibility for development and initial deployment of designated contracting projects. Providing functional requirements for the Center Electronic Commerce/Electronic Data Interchange (EC/EDI) Program. Responsible for the Corporate Contracting, Prime Vendor (PV) and Virtual Prime Vendor (VPV) Initiatives and serves as the focal point for interaction with all Centers, the Military Services, and DLA regarding the Initiatives. Responsible for the Military Interdepartmental Purchase Request Program (MIPR) and the purchase of end items for FSCs assigned to the Center and the required interaction with all DoD customers. Responsible for the Information Analysis Center (IAC) Program, the acquisition and cradle-to-grave management of large dollar cost reimbursement contracts for research and engineering services/scientific and technical information services (STI) in support of the DoD Information Analysis Center, the Manufacturing Technology Program (MANTECH) and other contracts in support of the Defense Technical Information Center (DTIC) other programs. Carries out the full responsibilities of all pre-award and post-award functions.

FUNCTIONS:

CORPORATE CONTRACTING TEAM (DSCC-PLC)

FUNCTIONS:

1. Responsible for working with all DSCC staff offices and application directorates to identify and develop new and innovative acquisition methodologies.
2. Performs initial contacts with industry segments or individual contractors to determine feasibility of new methods or initiatives. Work is primarily of a developmental/market testing nature and involves high-level corporate contacts.
3. Conducts overall market research to develop the details associated with the new business initiatives. Identifies the need for new or changed policies as impacted by the market research. Develops and coordinates proposed policy changes within DSCC and HQ DLA.
4. Develops, tests through prototype efforts, and implements new innovative contracting initiatives. Monitors, analyzes, and reports on the effectiveness and suitability for deployment of the new contracting process to validate the expected results and make appropriate changes to the Center's acquisition processes.
5. Performs special acquisition assignments that require significant departure from the normal process or require significant initial investment of resources such as formal source selection procedures, or innovative corporate level contracting efforts that directly impact all applications and other DLA/Military Service contracting activities. Carries out the full responsibilities of pre-award and post-award functions. Establishes and maintains long-term contracts for applicable commodities.
6. Performs acquisition planning for assigned initiatives/projects.
7. Evaluates contract packages in order to identify and coordinate resolution of deficiencies.
8. Determines method of contracting and appropriate contract clauses.
9. Determines range of competition to be solicited.
10. Implements the Small Business and Disadvantaged Business Utilization Programs.
11. Solicits proposals.
12. Evaluate proposals and determine responsibility of prospective contractors.
13. Performs source selection evaluation process for assigned Corporate Contracting Initiatives and other unique/special contract processes under development.
14. Conducts negotiations on price, type of contract and other contractual provisions or special arrangements being developed or tested.
15. Obtains required contract approvals and clearances.
16. Provides contractually for progress payments, advance payments, and other financial arrangements to contractors.
17. Provides contractually for performance and payment bonds as appropriate.
18. Awards contracts.
19. Executes and administers Long-Term Corporate Contracts and other innovative/
20. development contracts.

21. Issues contract modifications for Option Exercises.
22. Screens and purifies Bidder's Lists periodically to assure effectiveness and economy in coordination with the Operations Support Group Management Branch.
23. Assumes PCO functions for administration of the basic contract immediately after award has been issued; responds as PCO to inquiries from contractor CAS elements, and requisitioning activities.
24. Performs post-awards actions for the basic contract as noted below and as otherwise provided in the DFARS, FAR, and implementing guidance.
25. Administers contractor claims and waivers; resolves contract disputes. In the role of PCO, attends Armed Services Contract review hearing on contract disputes.
26. Reviews and approves changes to contracts. Issues contract modifications, Change Orders and Supplemental Agreements.
27. Handles processing of performance bonds.
28. Issues Show Cause Letters, Cure Notices, and processes Termination for Convenience or Default.
29. Processes Progress and Advance Payments, Guaranteed Loans, and other financial arrangements. Negotiates for and prepares modifications of contracts to provide above financial arrangements by Supplemental Agreement when required.
30. Evaluates and approves subcontractors for existing contracts as required.
31. As it applies to the basic contract, receives, processes, and files all completed contractual documents and related correspondence; maintains all contract folders, contractor suspense and locator files; and coordinates with PLS to process contract Files for retirement.
32. Participates in conference and seminars with higher echelon, professional, educational organizations, field post-award offices and with customers to enhance mission effectiveness.
33. Develops and provides policy/guidance for the Long-Term Contracting, Corporate Contracting, and other innovative acquisition concepts.
34. Provides professional and technical advice to all applications in the development of concepts, policies, and procedures for a comprehensive contracting improvement strategy, including identification of barriers and systemic problems that inhibit continuous improvement, especially as relates to Long-Term Contracting processes.

CONTRACTING INITIATIVES & LTC SUPPORT TEAM (DSCC-PLS)

FUNCTIONS:

1. Develops and incorporates just-in-time purchasing techniques into the DSCC culture, including but not limited to such techniques as On Demand Manufacturing.
2. Reviews and analyzes the manual and automated information systems for continual improvements and maximum automation of the Long-Term Contracting concepts.
3. Researches, evaluates, and monitors the implementation and execution of innovative methods to improve the Long-Term Contracting process.

4. Develops and maintains visibility of the Center's Long-Term Contracting efforts through an on-line database and continuing analysis of Long-Term Contracting efforts.
5. Interfaces with DLA, Defense Supply Centers, and the Military Services to gather and provide information necessary to the successful implementation of various contracting initiatives including but not limited to Corporate Contracting, Prime Vendor and On Demand Manufacturing.
6. Performs continuing analysis to identify potential candidates for Corporate Contracts, Prime Vendor or other innovative contracting processes. Assists other Applications or DLA Defense Supply Centers in gathering or analyzing data and serving as the focal point for exchange of data or documentation necessary to accomplish acquisition planning and contract awards.
7. Performs all actions necessary to process and award delivery orders against Corporate Contracts, Prime Vendor contracts, or other LTCs awarded by the Team.
8. Performs full cradle to grave actions related to assigned LTCs including basic contract awards as well as all delivery orders. Responds as PCO to all inquiries from contractor CAS elements, and requisitioning activities.
9. Performs acquisition planning for assigned projects.
10. Evaluates contract packages in order to identify and coordinate resolution of deficiencies.
11. Determines method of contracting and appropriate contract clauses.
12. Determines range of competition to be solicited.
13. Implements the Small Business and Disadvantaged Business Utilization Programs.
14. Solicits proposals.
15. Evaluates proposals and determines responsibility of prospective contractors.
16. Conducts negotiations on price, type of contract and other contractual provisions or special arrangements being developed or tested.
17. Obtains required contract approvals and clearances.
18. Provides contractually for progress payments, advance payments, and other financial arrangements including performance or payment bonds as appropriate
19. Awards contracts.
20. Issues contract modifications for Option Exercises.
21. Screens and purifies Bidder's Lists periodically to assure effectiveness and economy in coordination with the Operations Support Group Management Branch.
22. Assumes PCO functions for administration of the basic LTCs immediately after award has been issued; responds as PCO to inquiries from contractor, CAS elements, and requisitioning activities.
23. Performs post-awards actions for the basic contract as noted below and as otherwise provided in the DFARS, FAR, and implementing guidance.
24. Administers contractor claims and waivers; resolves contract disputes. In the role of PCO, attends Armed Services Contract review hearing on contract disputes.
25. Reviews and approves changes to contracts. Issues contract modifications, Change Orders and Supplemental Agreements.
26. Handles processing of performance bonds.
27. Issues Show Cause Letters, Cure Notices, and processes Termination for Convenience or Default.

28. Processes Progress and Advance Payments, Guaranteed Loans, and other financial arrangements. Negotiates for and prepares modifications of contracts to provide above financial arrangements by Supplemental Agreement when required.
29. Evaluates and approves subcontractors for existing contracts as required.
30. As it applies to the basic contract, receives, processes, and files all completed contractual documents and related correspondence; maintains all contract folders, contractor suspense and locator files, and processes contract files for retirement.
31. Participates in conference and seminars with higher echelon, professional, educational organizations, field post-award offices and with customers to enhance mission effectiveness.
32. Recommends changes in policy/guidance for LTCs, Corporate Contracting, Prime Vendor and other innovative acquisition concepts.
33. Obtains contract performance data; monitors, processes, and expedites contracts, delivery orders; develops contract status information. Responds to inquiries by requisitioning activities through Material Management Units and Customer Assistance and Units relative to status of contract items.
34. Initiates and processes to conclusion the necessary warranty actions, as appropriate.
35. Takes action to resolve deficiencies reported by Procurement Data Package Recommendation/Deficiency Reports (DD Form 1716).
36. Performs ongoing reviews; and take actions to uncover fraud, waste, and abuse (substitution, fast pay violations, defective items, etc.).
37. Recommends placement of contractors having serious performance deficiencies on internal DSCC Contractor Review List (DCRL). Maintains close surveillance and recommends removal or other additional actions as performance improves or deteriorates.
38. Initiates and assists Counsel involving suspension/debarment actions against contractors suspected of fraud or other serious contract violations.

IAC RESEARCH AND DEVELOPMENT TEAM (DSCC-PLI)

FUNCTIONS:

1. Participates in acquisition planning for assigned projects.
2. Develops internal Research and Development (R&D) policies.
3. Attends program and technical meetings relative to the IAC R&D program. Also serves as a member of steering committees.
4. Evaluates acquisition packages, including statements of work, in order to identify and coordinate resolution of deficiencies.
5. Evaluates contract packages in order to identify and coordinate resolution of deficiencies.
6. Determines method of contracting and appropriate contract clauses.
7. Determines range of competition to be solicited.
8. Implements the Small Business and Disadvantaged Business Utilization Programs.
9. Solicits proposals.

10. Evaluate proposals and determine responsibility of prospective contractors.
11. Performs source selection evaluation process for assigned programs/projects and other unique/special contract processes under development.
12. Conducts negotiations on price, type of contract and other contractual provisions or special arrangements being developed or tested.
13. Obtains required contract approvals and clearances.
14. Provides contractually for progress payments, advance payments, and other financial arrangements to contractors.
15. Assumes PCO functions for administration of the basic contract immediately after award has been issued; responds as PCO to inquiries from contractor CAS elements, and customers.
16. Performs post-awards actions for the basic contract as noted below and as otherwise provided in the DFARS, FAR, and implementing guidance.
17. Administers contractor claims and waivers; resolves contract disputes. In the role of PCO, attends Armed Services Contract review hearing on contract disputes.
18. Reviews and approves changes to contracts. Issues contract modifications, Change Orders and Supplemental Agreements.
19. Handles processing of performance bonds.
20. Issues Show Cause Letters, Cure Notices, and Termination for Convenience or Default.
21. Processes Progress and Advance Payments, Guaranteed Loans, and other financial arrangements. Negotiates for and prepares modifications of contracts to provide above financial arrangements by Supplemental Agreement when required.
22. Evaluates and approves subcontractors for existing contracts as required.
23. As it applies to the basic contract, receives, processes, and files all completed contractual documents and related correspondence; maintains all contract folders, contractor suspense and locator files; and processes contract files for retirement.
24. Participates in conference and seminars with higher echelon, professional, educational organizations, field post-award offices and with customers to enhance mission effectiveness.
25. Develops and provides policy/guidance for the IAC and MANTECH Programs as well as other innovative acquisition concepts.
26. Provides professional and technical advice to all applications in the development of concepts, policies, and procedures for a comprehensive contracting improvement strategy, including identification of barriers and systemic problems that inhibit continuous improvement, especially as relates to the assigned Programs.
27. Performs all actions necessary to process and award task orders.
28. Assumes PCO functions for administration of task orders issued against assigned contracts. Responds as PCO to all inquiries from contractor, CAS elements, and customers.
29. Performs post-awards actions for task orders provided in the DFARS, FAR, and implementing guidance.

A-76 CONTRACTING SUPPORT OFFICE (DSCC-PR)

MISSION:

Accomplishes responsibilities for procurement planning, coordination, research, source development, post-award and management of programs for all items or projects assigned to the office for procurement. Primary requirements are large-scale procurements resulting from studies of DLA organizations (excluding DSCC) conducted in accordance with OMB Circular No. A-76, Performance of Commercial Activities. Initiates new approaches to solve contracting problems. Acquisition objectives are stated in formal acquisition plan(s) as required by the Federal Acquisition Regulation (FAR) for competition to be accomplished in performance-based terms, allowing for maximum flexibility of the public and private sectors to offer re-engineered solutions.

FUNCTIONS:

1. Participates in acquisition planning.
2. Assists in the development of performance work statements.
3. Evaluates acquisition package in order to identify and coordinate resolution of deficiencies.
4. Determines range of competition to be solicited, method of contracting, and appropriate contract clauses.
5. Implements the Small Business and Disadvantaged Business Utilization Programs.
6. Solicits bids/proposals/quotations.
7. Conducts pre-proposal/pre-bid conferences to assure full understanding of the Government's requirements.
8. Assists in developing and evaluating formal source selection requirements.
9. Selects and convenes the Technical Evaluation Panel and performs other proposal bid evaluations in accordance with the Circular, Revised Supplemental Handbook, Federal Acquisition Regulation, and other applicable acquisition regulations.
10. Performs cost comparison to determine whether contractor or Government-submitted low offer.
11. Conducts negotiations on price, type of contract and other contractual provisions.
12. Obtains required contract approvals and clearances.
13. Provides contractually for progress, advance, and other financial arrangements to contractors.
14. Awards contracts and places purchase and delivery orders.
15. Issues contract modifications for all types of contractual changes.
16. Prepares and forwards notices to unsuccessful bidders/offerors.
17. Prepares notices for Commerce Business Daily, as required.
18. Reviews and forwards Letter Notice of Award.
19. Conducts all post-award conferences as necessary to assure performance, and debriefs unsuccessful offerors.
20. Provides specialized procurement support services, including maintenance of bidders lists, receipt, storage, distribution, and synopsis of solicitation and contractual documents.

SPECIAL ACQUISITION UNIT (DSCC-PS)

MISSION:

Accomplishes responsibilities for procurement planning, coordination, research, source development, post-award and management of programs for all items or projects assigned to the division for procurement. Requirements range from instant small purchases through large procurements and include groups of items that are projected for management purposes, single department procurement items, multi-department procurement items, and installation support. Initiates new approaches to solve contracting problems. Provides installation support for DSCC and tenant activities.

FUNCTIONS:

1. Evaluates procurement packages for adequacy and procurability in order to identify and coordinate resolution of deficiencies.
2. Receives and maintains control of local and tenant activities (NSN and non-NSN) purchase requests.
3. Conducts pre-proposal/pre-bid conferences as well as post-award/pre-performance conferences to assure full understanding of the government's requirements.
4. Performs cost comparison to determine whether contractor or Government submitted low offer.
5. Provides specialized procurement support services, including maintenance of bidders lists, receipt, storage, distribution, and synopsis of solicitation and contractual documents.
6. Prepares (types) and distributes all procurement documents.
7. Monitors wage and hour compliance of service and maintenance contractors. Performs on the job site wage and hour employee interviews. Receives contractor weekly payroll reports and resolves discrepancies.
8. Performs all PCO functions and responds to all inquiries from contractor and requirements activities.
9. Performs all Administrative Contracting Officer (ACO) functions. Performs all post-award actions.
10. Administers and resolves all contractor claims, requests for waivers, novation agreements; and resolves all contract disputes. Issue final contracting officer decisions and defends the same before Armed Services Board of Contract Appeals (ASBCA) and/or court proceedings.
11. Reviews and approves changes to contracts and orders (delivery/purchase orders). Issues change orders and supplemental agreements as necessary.
12. Evaluates and controls Government Furnished Property (GFP) and Government Furnished Materials (GFM).

13. Maintains surveillance of contractor performance through assigned Quality Assurance Evaluators. Evaluates contractor performance and takes appropriate action when Performance is unacceptable.
14. Performs all Termination Contracting Officer (TCO) functions; issues, Notices, Show Cause Letters, and Termination for Convenience or Default.
15. Monitors contractor cost data, overhead rates, etc., for cost type or incentive type contracts.
16. Processes contractor invoices for approval/disapproval of payments.
17. Conducts conferences with unions, employees, area industry, and other interested/impacted activities to resolve/clarify program impacts and objectives.
18. Determines method of contracting and appropriate contract clauses.
19. Determines range of competition to be solicited.
20. Implements the Small Business and Small Disadvantaged Business Utilization Programs.
21. Solicits bids, proposals and quotations.
22. Evaluates bids, proposals and quotations; determines responsibility of prospective contractors.
23. Conducts negotiations on price, type of contracts and other contractual provisions.
24. Evaluates and approves requests for subcontracts.
25. Provides contractually for performance bonds and payments bonds.
26. Provides specialized procurement support services, including maintenance of bidders list, receipt, storage, distribution and synopsis of solicitation and contractual documents.
27. Prepares (types) and distributes all procurement documents local and tenant activity support.
28. Obtains required approvals.
29. Awards contracts and orders.
30. Maintains, stores and controls active and inactive award files (local and tenant activities support).
31. Processes Federal Information Processing (FIP) requirements.
32. Assists in developing and evaluating formal source selection requirements.
33. Administers the DSCC Credit Card Program to include card issuance, account update and maintenance, acting as Disputes Officer and Agency Program, coordinator, assisting in disputes, and requesting audits and performing disciplinary action as required.
34. Maintains and administers Basic Ordering Agreements (BOAs) for Center contracting personnel.

